

# Clerk's Report for the October 2024 Full Council Meeting

Actions taken 30<sup>th</sup> August to 27<sup>th</sup> September inclusive

## Tasks specific to this period

- Have instructed Magnolia Square to prepare drawing for Deed of Easement.
- Paid in cash from Fun Day.
- Hall only available from approx. 6pm on 16<sup>th</sup> November for quiz night due to children's party. Saturday 23<sup>rd</sup> November – no booking in the afternoon.
- Have contacted Richard Morgan re: Garlands Road but he does not reply to emails. Apologies for the reduced activity due to personal circumstances this month.

## Routine tasks

- Preparation of minutes from previous meeting and undertaking necessary actions.
- Preparing full agenda for the upcoming meeting, distributing with relevant documents to councillors at least 3 clear days before and publishing agenda in good time on the website.
- Updating the council website with meeting minutes and agendas.
- Preparing a list of expenditure and payments to be made at the upcoming meeting.
- Filing bank statements received and logging transactions in the Cash Book.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Receiving and administration of planning applications.
- Checking and responding to e-mails daily.

Carol Hinton

Clerk to the Council – 27/09/2024